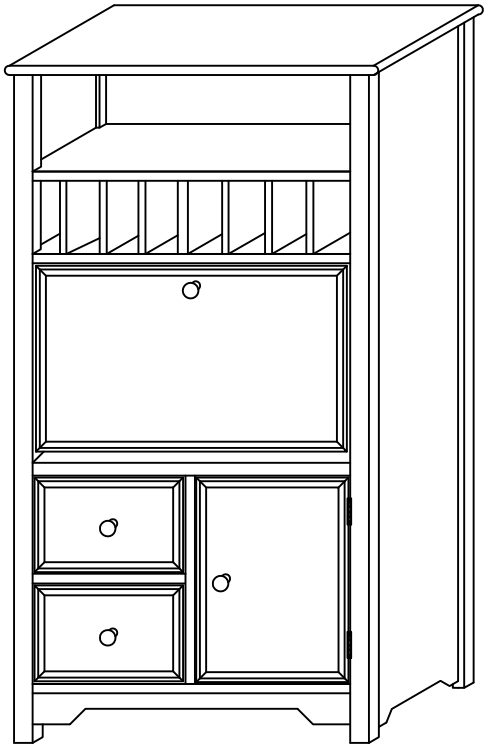
HOME
DECORATORS
COLLECTION

BF-22766 OXFORD COLLECTION TALL SECRETARY DESK W/FILE STORAGE

INV#50207

ASSEMBLY INSTRUCTIONS

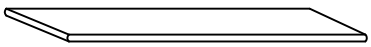
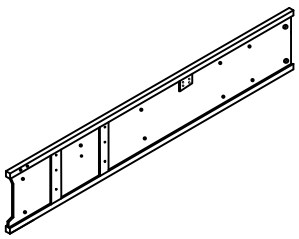
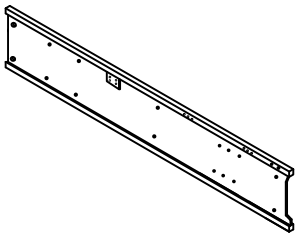
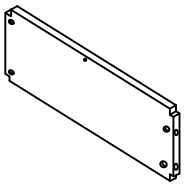
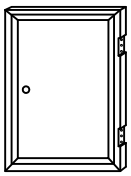
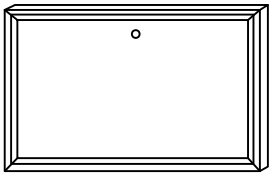
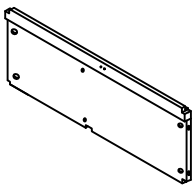
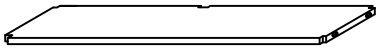
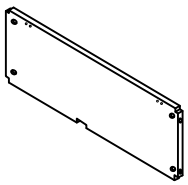
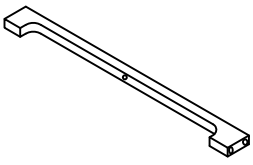
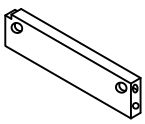
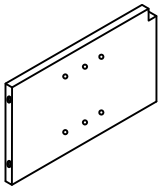
Made In China

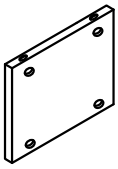
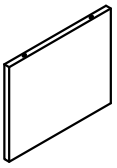
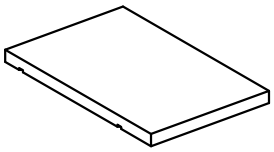
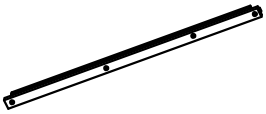
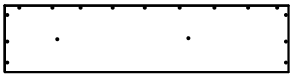
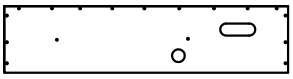
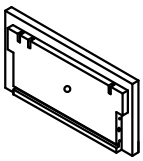
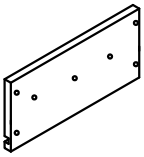
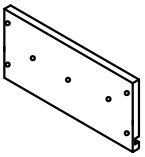
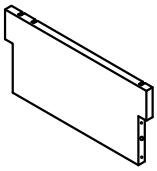
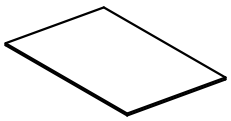
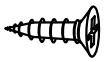
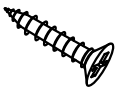
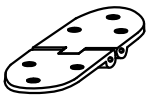
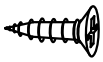
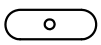
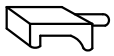


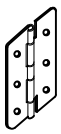
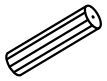
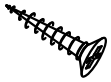
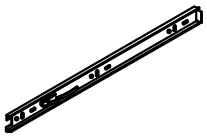
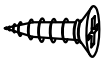
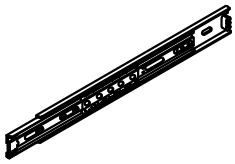
Thank you for purchasing this quality product. Be sure to check all packing material carefully for small parts, which may have came loose inside the carton during shipment. Count all parts and material hardware, then compare with parts list to be sure all parts are present. If any parts are missing or damaged, phone, fax, or mail to our Customer Service Department for efficient and speedy service. Please indicate the model number and code letter of part(s) needed.

IMPORTANT NOTE: Follow instructions listed below in proper sequence as numbered to assure fast, easy and correct assembly.

PARTS LIST

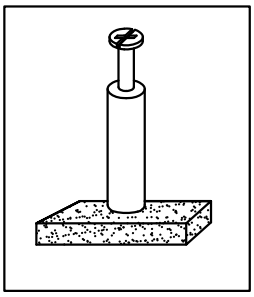
A  TOP PANEL-1PC	B  LEFT SIDE PANEL-1PC	C  RIGHT SIDE PANEL-1PC
D  BOTTOM PANEL-1PC	E  DOOR-1PC	F  DOOR-1PC
G  ACROSS PANEL-1PC	H  ACROSS PANEL-1PC	I  ACROSS PANEL-1PC
J  FRONT LOW PANEL-1PC	K  ACROSS PANEL-1PC	L  STAND PANEL-1PC

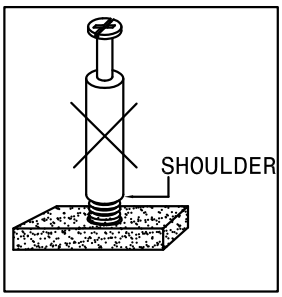
M  STAND PANEL-1PC	N  STAND PANELS-6PCS	O  SHELF-1PC
P  REAR PANEL GUIDE-1PC	Q  BACK PANEL-1PC	R  BACK PANEL-1PC
S  DRAWER PANEL FRONTS-2PCS	T  (LEFT) DRAWER SIDE PANELS-2PCS	U  (RIGHT) DRAWER SIDE PANELS-2PCS
V  DRAWER PANEL BACKS-2PCS	W  DRAWER PANEL BOTTOMS-2PCS	X 5mm×1/2″  SCREWS-15PCS
Y 6mm×1″  SCREWS-20PCS	Z  HINGES-2PCS	A1 6mm×1/2″  SCREWS-32PCS
B1 KNOBS-4PCS	C1  FEMALE MAGNETS-3PCS	D1  SHELF SUPPORTS-4PCS
E1 CAM-LOCKS-30PCS	F1 CAM-BOLTS-30PCS	G1 CAM-TOOL-1PC

H1 FILE HANGERS-4PCS	I1  HINGES-2PCS	J1  SCREWS-38PCS
K1 6mm×1/2″ SCREWS-40PCS	L1 8mm×1″  SCREWS-1PC	M1 SMALL MAGNETS-3PCS
N1 8mm×5/8″ SCREWS-4PCS	O1 IRON CHAINS-2PCS	P1  INNER SLIDES-4PCS
Q1 6mm×3/8″  SCREWS-24PCS	R1  OUTER SLIDES-4PCS	W1 fall down prevention HOOKS-2PCS
X1 fall down prevention 6mm×1″ SCREWS-2PCS	Y1 fall down prevention GECKOS-2PCS	Z1 fall down prevention 7mm×7/8″ SCREWS-2PCS

NOTE: THE SURFACE WITH THE STICKER IS THE BACK SIDE.

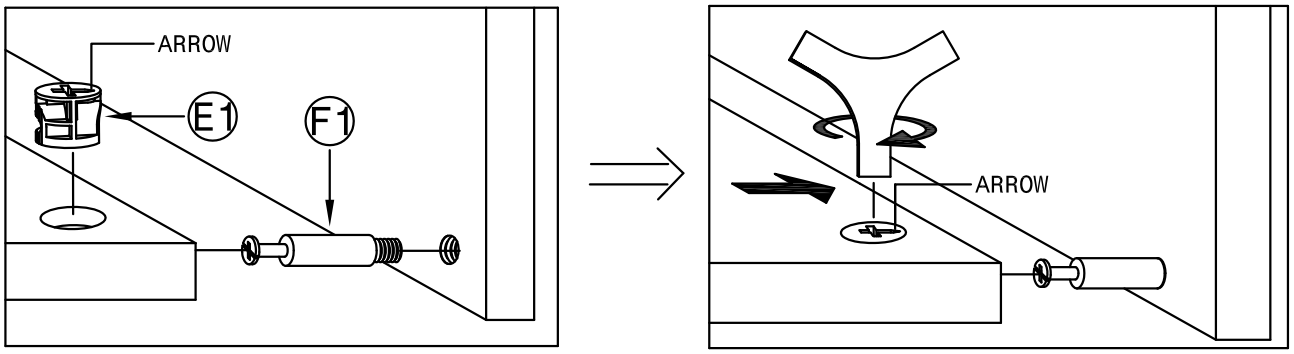
NOTE: • UPON OPENING, THOROUGHLY CLEAN ALL WOODS SURFACES TO REMOVE DUST AND DIRT THAT MAY HAVE SETTLED ONTO FINISH DURING SHIPMENT. IN ORDER TO PREVENT DAMAGE DURING ASSEMBLY, PLEASE ASSEMBLE THIS ITEM WITH AT LEAST TWO PEOPLE.



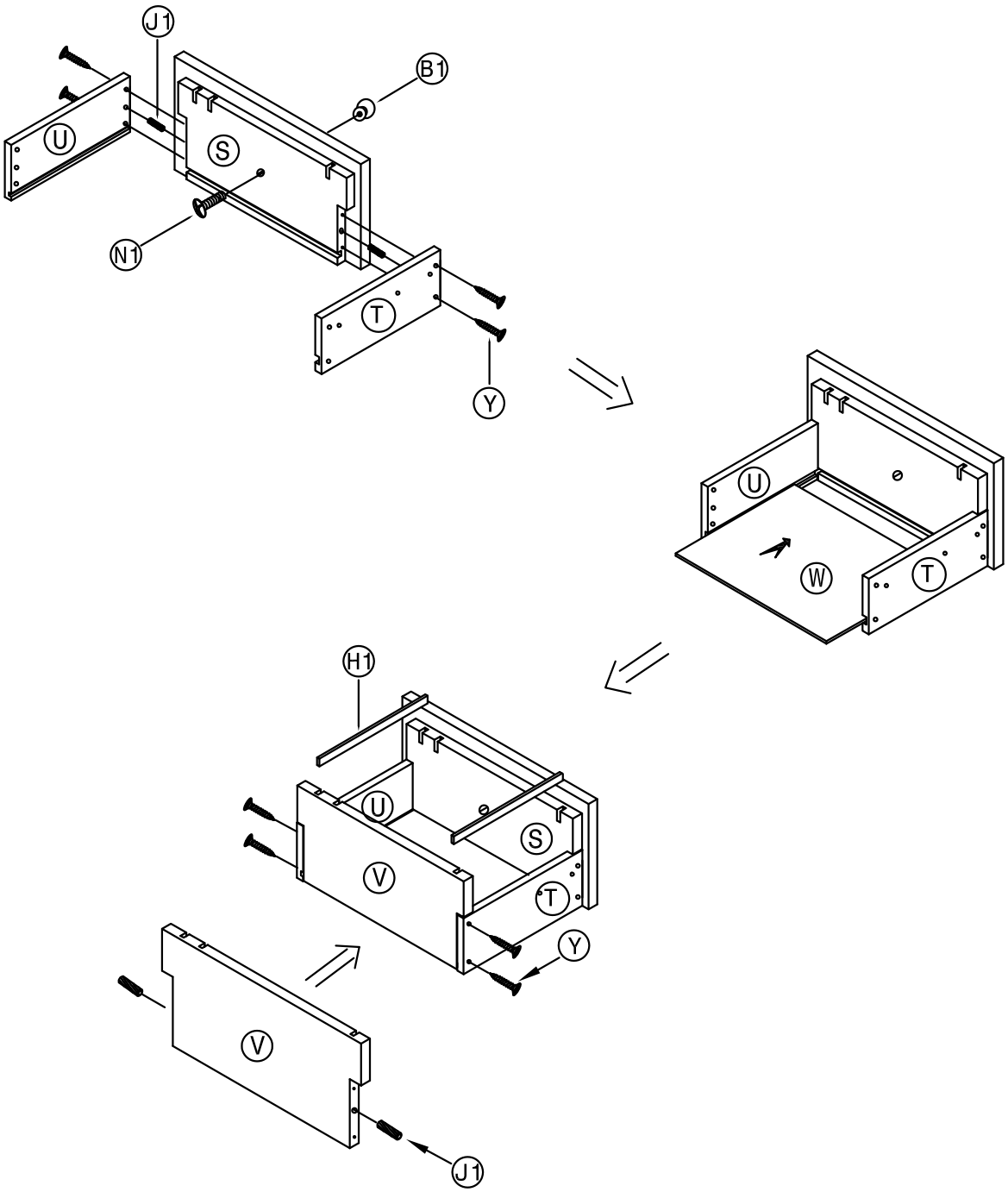


NOTE: TURN THE CAM-BOLT SCREWS UNTIL THEY ARE TIGHT, THE SHOULDER SHOULD BE AGAINST THE SURFACE OF THE PART.

HOW TO USE THE CAM-TOOL

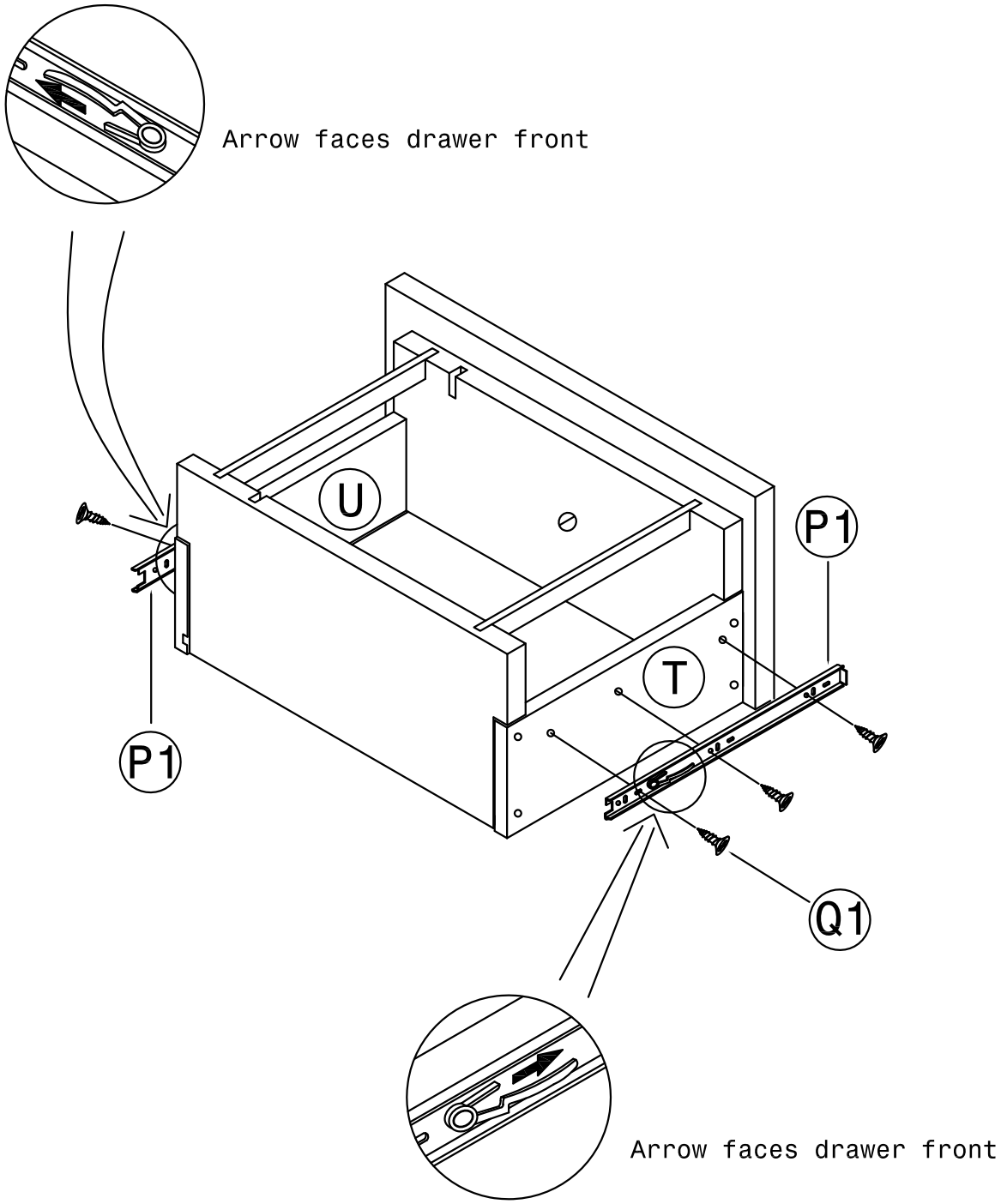


NOTE: • THE ARROWS ON THE HIDDEN CAM-LOCKS SHOULD POINT TO THE CAM-BOLTS



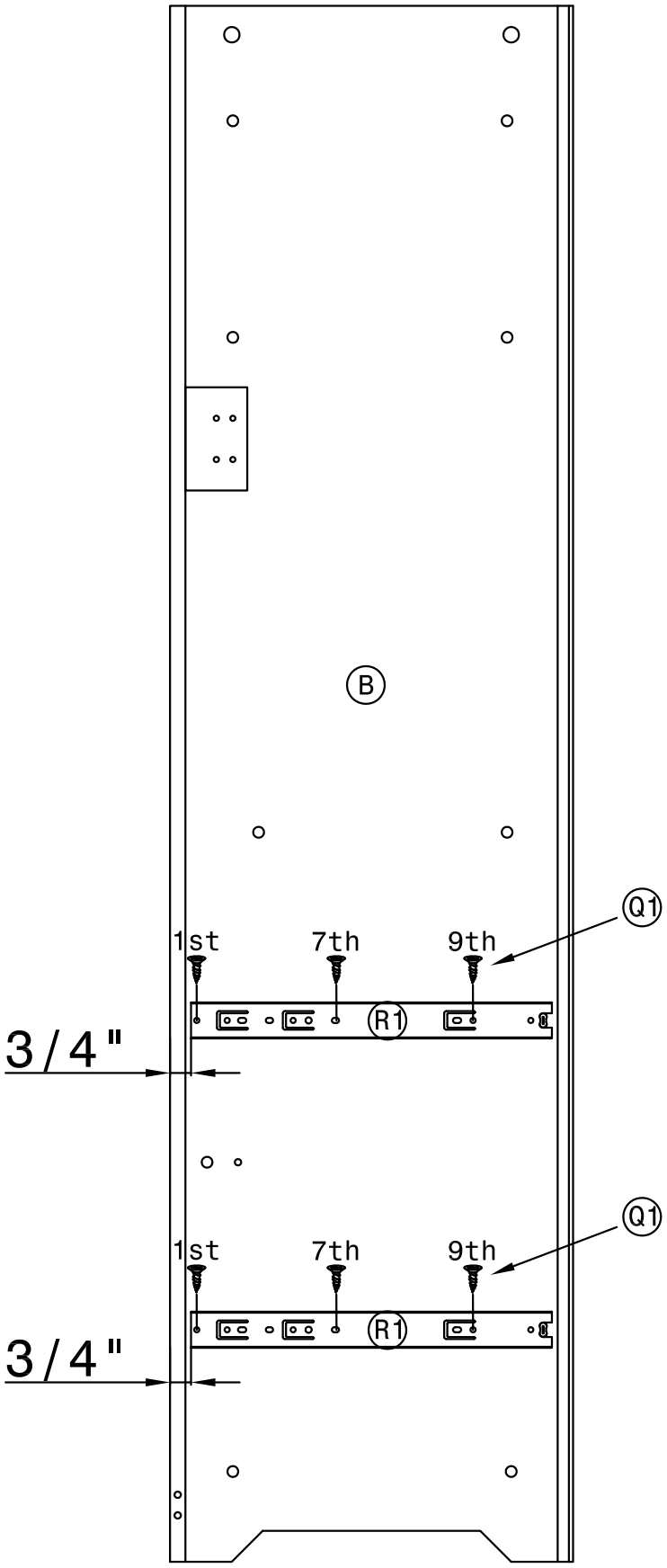
1).ASSEMBLE THE DRAWER.

- INSERT 2 DOWELS(J1) INTO THE HOLES IN THE PANEL(S) AND ATTACH SIDE PANEL(T/U) USING 4 SCREWS(Y).
- ATTACH A KNOB(B1) TO FRONT DRAWER PANEL(S) USING A SCREW(N1).
- INSERT DRAWER PANEL BOTTOM(W) INTO THE SLOT IN THE SIDE DRAWER PANELS(T/U).
- INSERT 2 DOWELS(J1) INTO THE HOLES IN THE DRAWER PANEL BACK(V) AND ATTACH USING 4 SCREWS(Y).
- INSERT THE FILE HANGERS(H1) INTO THE CUT-OUT OF THE FRONT & BACK DRAWER PANELS(V/S).



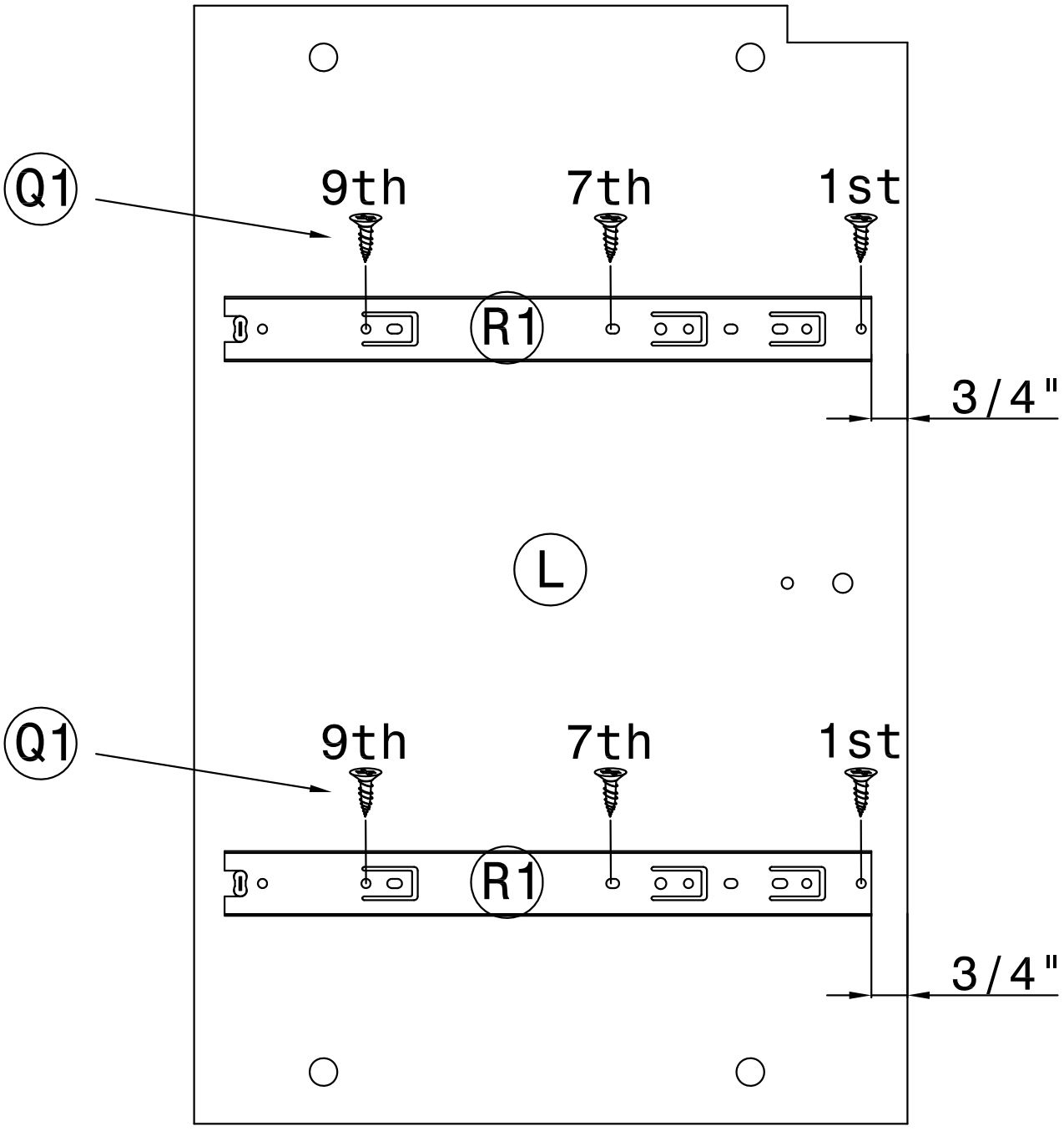
2). ASSEMBLE THE INNER SLIDES(P1).

● ATTACH INNER SLIDES(P1) TO DRAWER PANEL SIDE(T/U) USING 6 SCREWS(Q1).



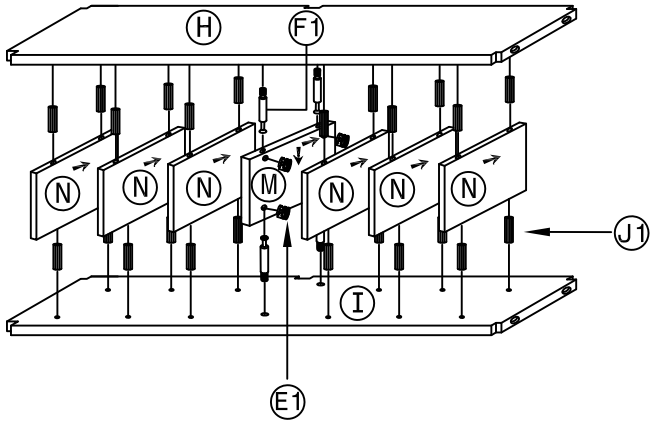
3).ASSEMBLE THE OUTER SLIDES(R1).

● ATTACH 2 OUTER SLIDES(R1) TO LEFT SIDE PANEL(B) USING 6 SCREWS(Q1).



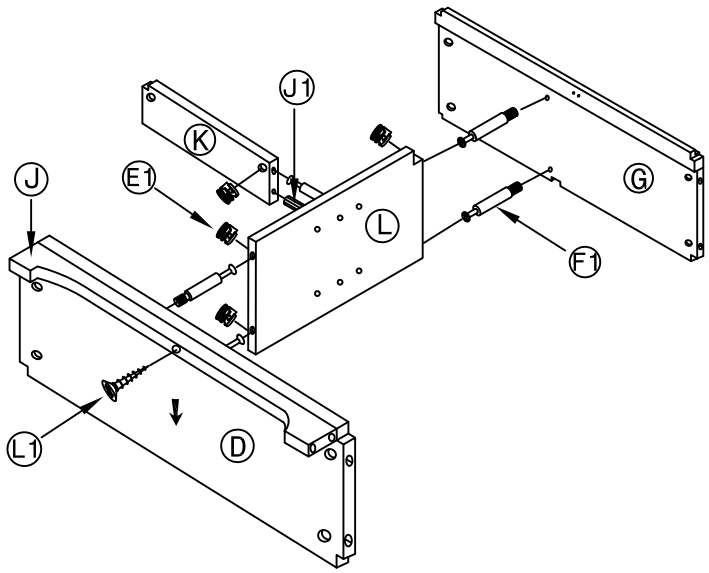
4).ASSEMBLE THE OUTER SLIDES(R1).

- ATTACH 2 OUTER SLIDES(R1) TO STAND PANEL(L) USING 6 SCREWS(Q1).



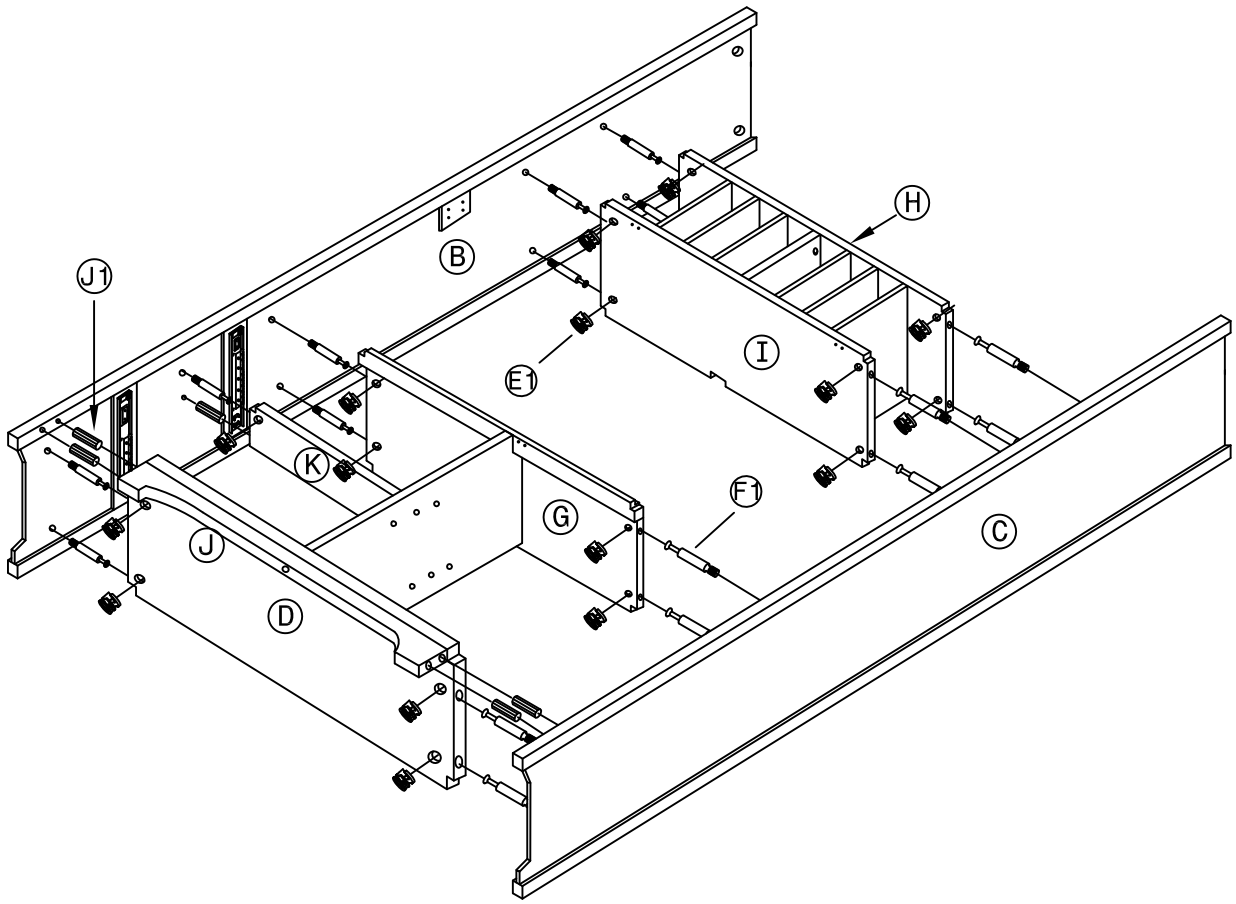
5). ASSEMBLE STAND PANEL(M/N).

- INSERT 24 DOWELS(J1) INTO THE HOLES IN THE STAND PANEL(N).
- ROTATE THE 4 CAM-BOLTS(F1) INTO THE HOLES IN THE ACROSS PANEL(H/I).
- PLACE THE CAM-BOLTS(F1) INTO THE HOLES IN THE PANEL(M) AND ATTACH USING 4 CAM-LOCKS(E1).



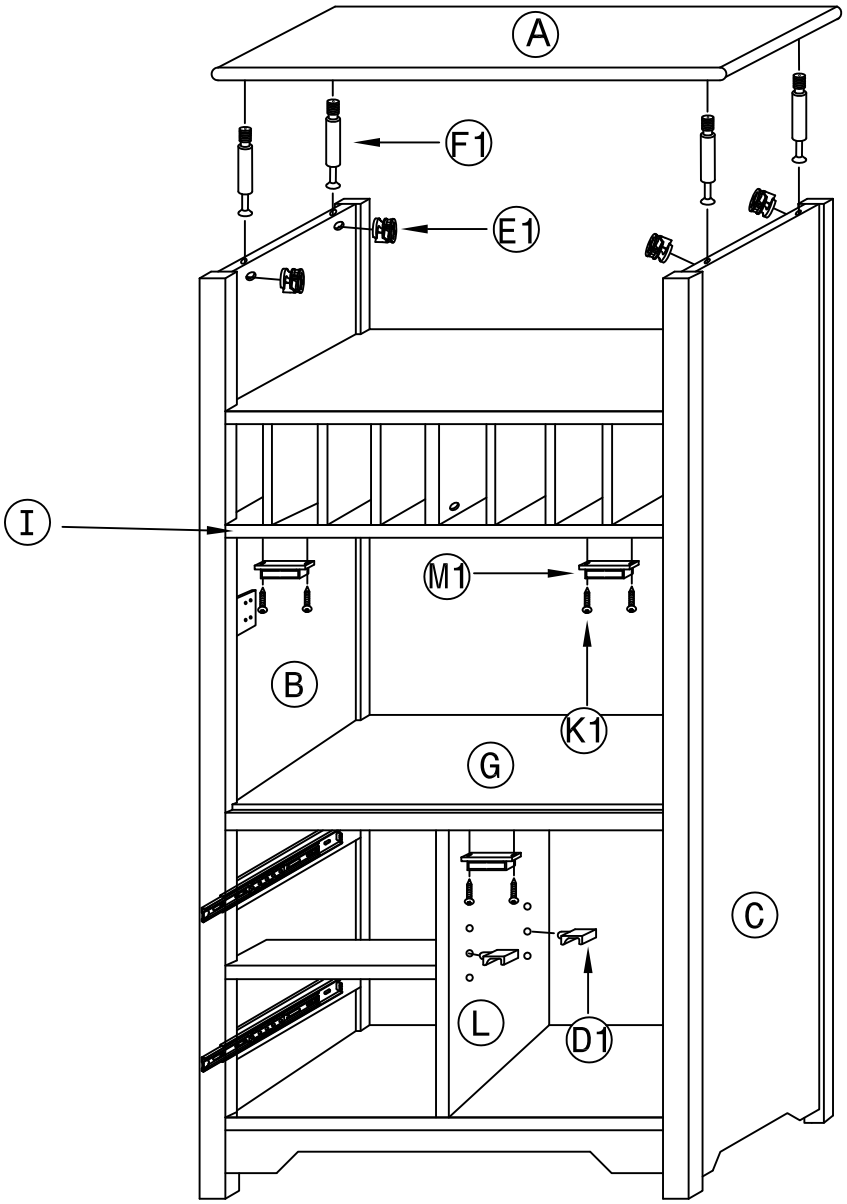
6). ASSEMBLE ACROSS/BOTTOM PANEL(G/D).

- ATTACH LOW PANEL(J) TO BOTTOM PANEL(D) USING A SCREW(L1).
- INSERT A DOWEL(J1) INTO THE HOLES IN THE ACROSS PANEL(K).
- ROTATE THE 5 CAM-BOLTS(F1) INTO THE HOLES IN THE PANEL(G/D/L).
- PLACE THE CAM-BOLTS(F1) INTO THE HOLES IN THE PANEL(L/K) AND ATTACH USING 5 CAM-LOCKS(E1).



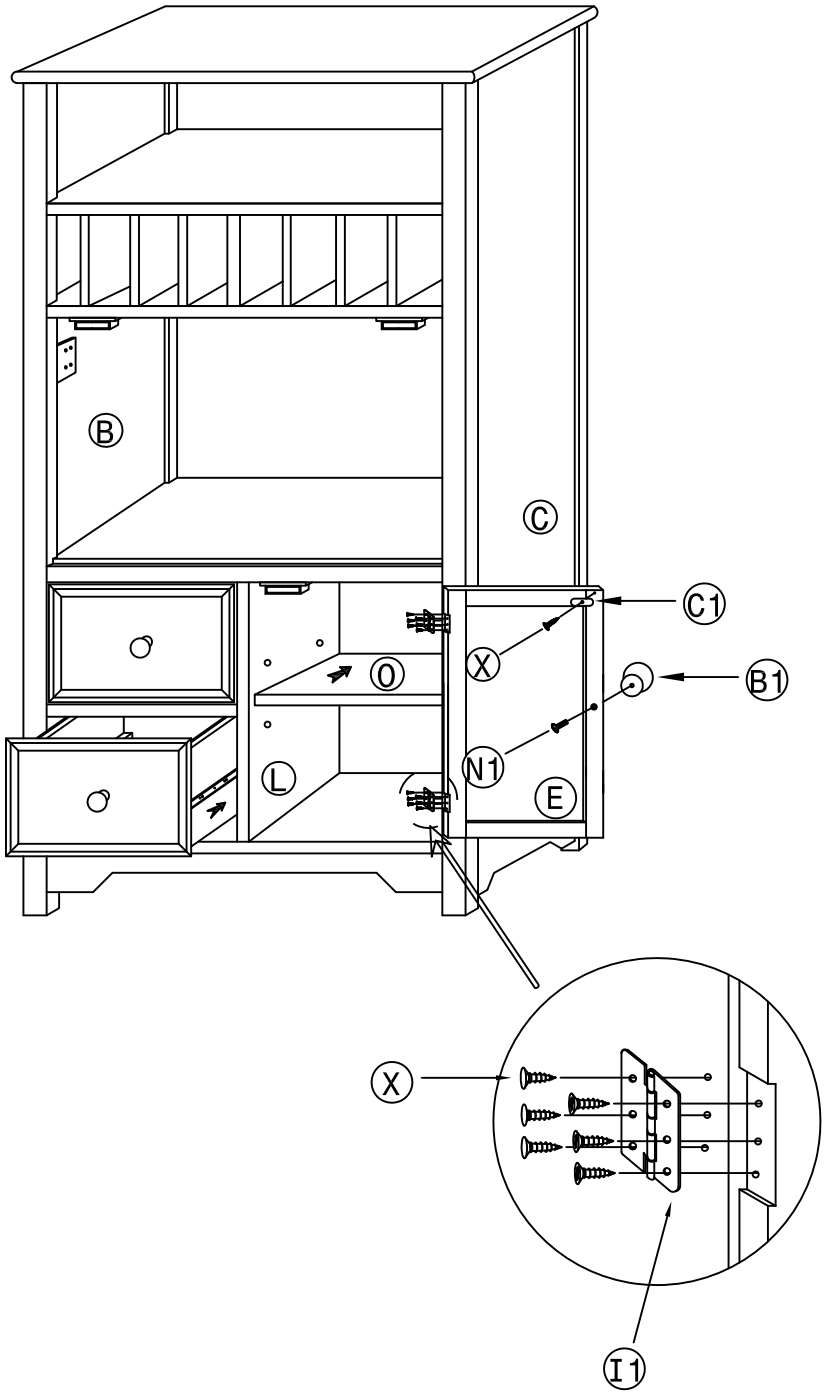
7). ASSEMBLE SIDE PANEL(B/C).

- INSERT 5 DOWELS(J1) INTO THE HOLES IN THE ACROSS/LOW PANEL(K/J).
- ROTATE THE 17 CAM-BOLTS(F1) INTO THE HOLES IN THE SIDE PANEL(B/C).
- PLACE THE CAM-BOLTS(F1) INTO THE HOLES IN THE PANEL(D/K/G/I/H) AND ATTACH USING 17 CAM-LOCKS(E1).



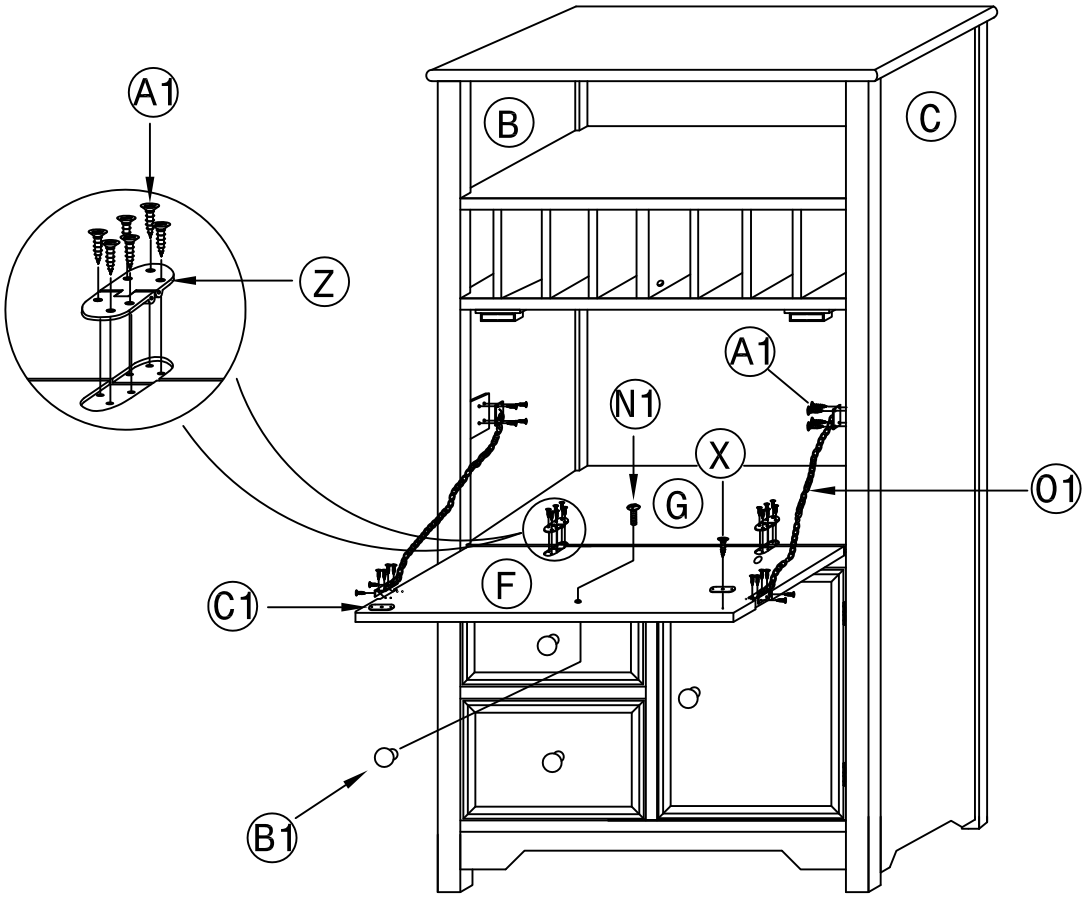
8). ASSEMBLE TOP PANEL(A).

- ROTATE 4 CAM-BOLTS(F1) INTO THE HOLES IN THE TOP PANEL(A).
- PLACE THE CAM-BOLTS(F1) INTO THE HOLES IN THE SIDE PANEL(B/C) AND ATTACH USING 4 CAM-LOCKS(E1).
- ATTACH 3 SMALL MAGNETS(M1) TO ACROSS PANEL(G/I) USING 6 SCREWS(K1).
- INSERT 4 SHELF SUPPORTS(D1) INTO THE HOLES IN THE STAND/SIDE PANEL(L/C).



9). ASSEMBLE THE DOOR(E).

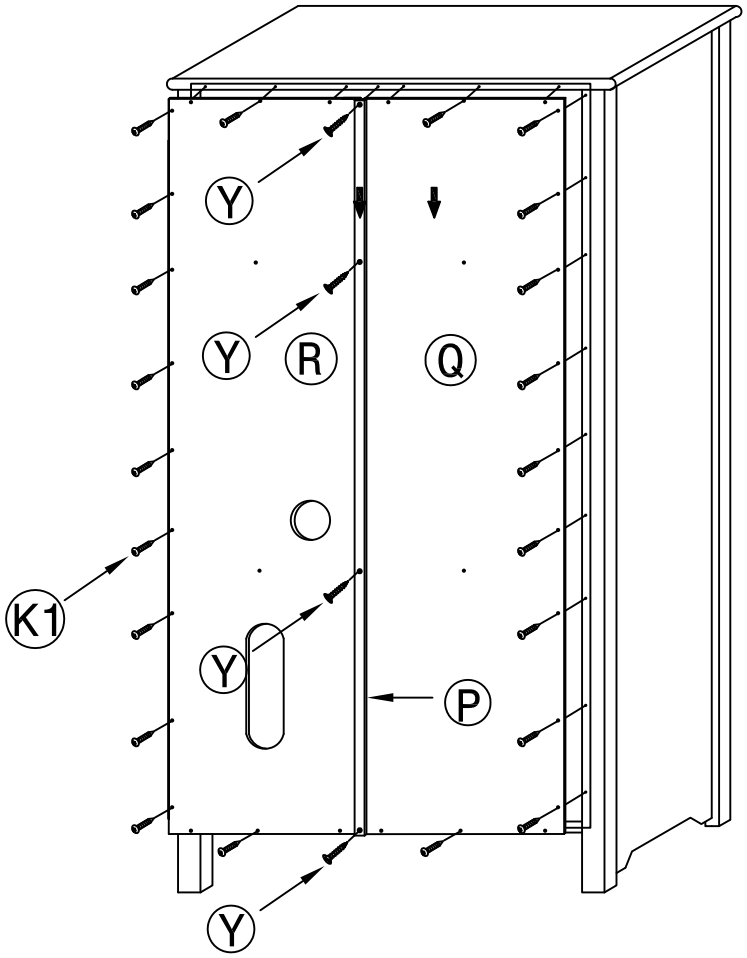
- PUT THE SHELF(O) ONTO THE SHELF SUPPORTS(D1).
- SLIDE THE DRAWERS INTO THE SIDE/STAND PANEL(B/L) SLIDERS.
- ATTACH KNOB/FEMALE MAGNET(B1/C1) TO DOOR(E) USING SCREW(N1/X).
- ATTACH 2 HINGES(I1) TO DOOR(E) AND RIGHT SIDE PANEL(C) USING 12 SCREWS(X).



10). ASSEMBLE THE DOOR(F).

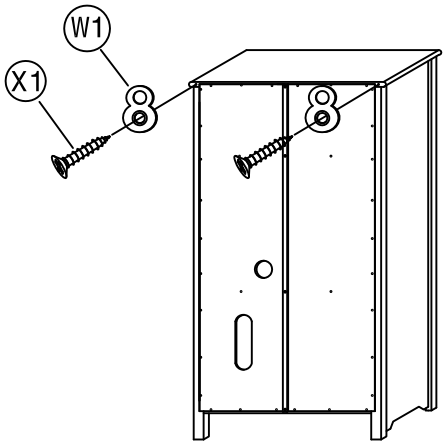
- ATTACH A KNOB(B1) TO DOOR(F) USING A SCREW(N1).
- ATTACH 2 FEMALE MAGNETS(C1) TO DOOR(F) USING 2 SCREWS(X).
- ATTACH 2 HINGES(Z) TO DOOR(F) AND ACROSS PANEL(G) USING 12 SCREWS(A1).
- ATTACH 2 IRON CHAINS(O1) TO DOOR(F) AND SIDE PANEL(B/C) USING 20 SCREWS(A1).

Note: Before you assemble the back panel, please make sure the doors have an even gap around them. If uneven, shift the unit the doors are evenly spaced. Then attach back panel.

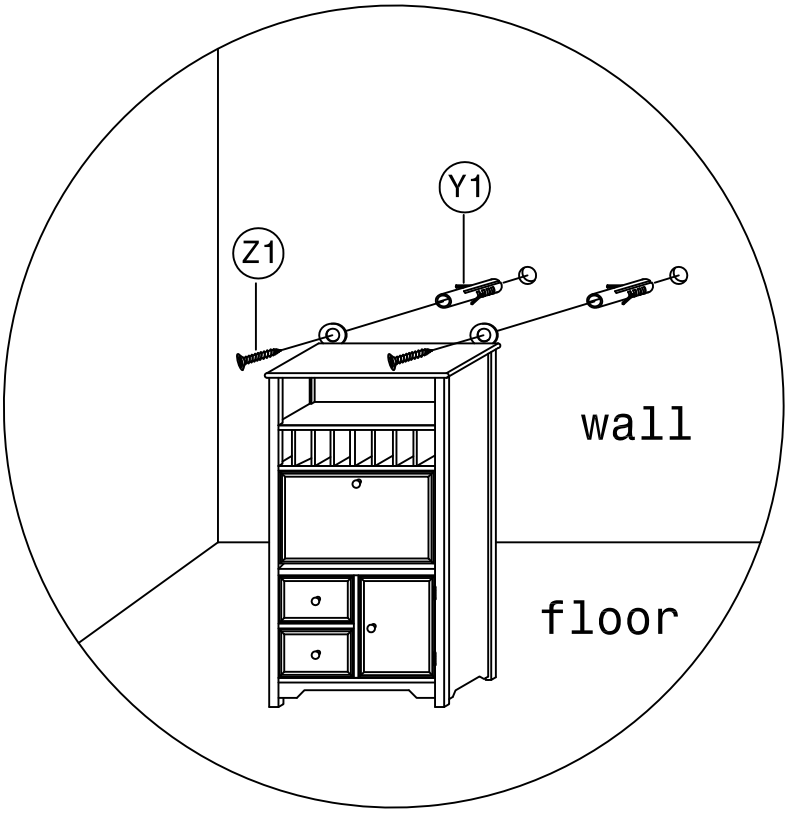


11). ASSEMBLE THE BACK PANEL(R/Q).

- INSERT THE BACK PANEL(R/Q) INTO THE SLOT IN THE REAR PANEL GUIDE(P).
- ATTACH THE BACK PANEL(R/Q) AND REAR PANEL GUIDE(P) USING SCREWS(K1/Y).



I ● ATTACH 2 HOOKS(W1) USING 2 SCREWS(X1) IN THE PREDRILLED HOLES OF REAR TOP PANEL.

II ● DRILL TWO HOLES INTO WALL, PLEASE REFER TO TOP PANEL'S HOLE DISTANCE AND HEIGHT.

● TAP 2 GECKOS(Y1) INTO THE HOLES ON THE WALL. THEN ROTATE 2 SCREWS(Z1) INTO THE GECKOS(Y1).